

## ***EXHIBIT J: CONTRACT AFFIDAVIT***

Members of the development team must not be debarred, suspended or voluntarily excluded from participation in any federal or District program. Members of the development team are individuals or organizations, including officers and directors of corporate members of the team, general partners of partnership members, and members of limited liability company members, that are involved in the development of the project in any of the following roles:

- Applicant
- Developer
- Guarantor
- Owner (including any ownership interest other than limited partners)
- Architect
- General Contractor
- Management Agent
- Consultant

All members of the development team must certify on the required form that, among other things, they are not debarred from participation in any federal program nor have any unresolved default or noncompliance issues with the District of Columbia.

### **ATTACHMENTS**

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- ☐ Contract Affidavit (form attached)

## ***FORM OF CONTRACT AFFIDAVIT***

### **AUTHORIZED REPRESENTATIVE**

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I HEREBY AFFIRM THAT I am the [Title of Representative] and the duly authorized representative of [Name of Organization] and that I possess the legal authority to make this Affidavit on behalf of myself and the organization for which I am acting.

### **CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

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I FURTHER AFFIRM THAT the organization named above is a [Domestic or Foreign] corporation duly registered in accordance with the laws of the District of Columbia and is in good standing. The name and address of its resident agent is:

[Name of Organization]  
[Address of Organization]  
[if not a corporation, state so]

I FURTHER AFFIRM THAT, except as validly contested, the organization has paid, or will have paid all income and withholding taxes due to the District of Columbia prior to execution of any funding agreement.

### **AFFIRMATION REGARDING BRIBERY CONVICTIONS**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed, or has pleaded nolo contendere to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of any District of Columbia or federal law.

### **AFFIRMATION REGARDING OTHER CONVICTIONS**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has been convicted of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; or admitted in writing or under oath, during the course of an official investigation or other proceeding, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above.

## **AFFIRMATION REGARDING DEBARMENT**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity.

## **AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

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I FURTHER AFFIRM THAT (a) the organization was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment; and (b) the organization is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred organization.

## **SUBCONTRACT AFFIRMATION**

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I FURTHER AFFIRM, to the best of my knowledge, information, and belief, that neither I nor the above organization, has knowingly entered into a contract with a public body under which a person debarred or suspended will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

## **ACKNOWLEDGMENT**

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I ACKNOWLEDGE THAT this Affidavit is to be furnished to the District of Columbia Department of Housing and Community Development and may be distributed to units of (a) the District of Columbia government; (b) other states; and (c) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the District of Columbia, both criminal and civil, and that nothing in this Affidavit or any agreement resulting from the submission of this proposal shall be construed to supersede, amend, modify, or waive, on behalf of the District of Columbia, or any unit of the District of Columbia having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of the District of Columbia with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above organization with respect to (a) this Affidavit, (b) the contract, and (c) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

WITNESS

[NAME OF ORGANIZATION]

[Signature of Witness]

[Signature of Representative]

[Name of Witness] (date)

[Name of Representative] (date)

[Title of Representative]

## ***EXHIBIT K: DEVELOPER EXPERIENCE***

Staff will evaluate the developer based on its record of accomplishment with projects that are similar to the proposed project. Information must be submitted for each of the following members of the development team: corporate general partners of the owner/mortgagor (including non-profits); individual general partners of the owner/mortgagor; and development consultants.

A Form 203—Developer’s Qualifications that addresses the experience and qualifications of the team member must be submitted along with the supporting information listed below. This should contain information on the members’ experience with other projects of similar type, scale and complexity and in a similar capacity..

- Resumes for each principal and affiliate of the development entity that will have responsibility for or involvement in the project
- Development Team Member Current Workload (form attached)
- Current financial statements of the development entity
- At least three business or professional references

### **ATTACHMENTS**

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- ☐ Form 203 — A. Developer’s Qualifications (form attached)  
B. Development Team Member Current Workload
- ☐ Resumes
- ☐ Financial Statements
- ☐ References

# DEVELOPER'S QUALIFICATIONS

**FORM****203****Principal Office of Organization**

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Phone ( ) -

Fax ( ) -

E-mail \_\_\_\_\_

**Type of Organization** (mark only one box)☐ Individual☐ Corporation☐ Limited Liability Corporation☐ General Partnership☐ Limited Partnership☐ Other: \_\_\_\_\_

Year Organized \_\_\_\_\_ (not applicable to individuals)

Is the entity organized under the laws of the District of Columbia? If no, indicate State of organization.

☐ Yes ☐ No

Is the entity qualified to do business in the District of Columbia? If no, explain.

☐ Yes ☐ No

Is the development entity required to file periodic reports with the Federal Securities and Exchange Commission or any other federal or state agency?

☐ Yes ☐ No**Principal Participants**

List all principals and affiliates (individuals, businesses and organizations) that have an interest (financial or otherwise) in the development entity.

<i>Name and Address</i>	<i>Taxpayer ID</i>	<i>Title or Role</i>	<i>Interest (%)</i>	<i>Character and Extent of Interest</i>

**Previous Experience**

Has the development entity (or any of its principals and affiliates), or the property of the proposed project, ever been delinquent on City obligations, including income taxes, real estate taxes and water and sewer charges? If yes, explain.

☐ Yes ☐ No

Has the development entity (or any of its principals and affiliates), ever been a party to chronic housing code violations, excessive tenant complaints, or substantial judgements within the past five years? If yes, explain.

☐ Yes ☐ No

Has the development entity *(or any of its principals and affiliates)* ever had chronic past due accounts, substantial liens or judgments, foreclosures or bankruptcies within the past five years; or defaulted on any obligation to the District of Columbia within the past ten years.? If yes, explain.

☐Yes ☐No

Has the development entity *(or any of its principals and affiliates)* ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.

☐Yes ☐No

Has the development entity *(or any of its principals or affiliates)* participated in the development or operation of a project that experienced a default? If yes, provide the number of developments and explain *(including the name and location of the development, circumstances surrounding each default, its cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.)* .

☐Yes ☐No

Has a petition of involuntary bankruptcy ever been filed against the development entity? If yes, explain.

☐Yes ☐No

Has the development entity ever filed a petition of bankruptcy? If yes, explain.

☐Yes ☐No

Has the development entity ever made an assignment for the benefit of creditors? If yes, explain.

☐Yes ☐No

Are there any unsatisfied judgments outstanding against the development entity or any of its principals or affiliates?, If yes, explain.

☐Yes ☐No

Has the development entity been a party to any litigation during the past five years? If yes, explain.

☐Yes ☐No

## CERTIFICATION

The undersigned hereby certifies that he/she is the duly authorized representative of the Organization and that the information set forth in this document, and in any attachment in support thereof, is true, correct and complete to the best of his/her knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full legal name of organization)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## DEVELOPMENT TEAM MEMBER CURRENT WORK LOAD

List projects currently underway by: \_\_\_\_\_

Name and Address of Project	Type of Project <sup>1</sup>	Type of Construction <sup>2</sup>	Size of Project <sup>3</sup>	Anticipated Date of Completion	Financing and Subsidies <sup>4</sup>	Team Member's Role

1. Show the type of project, for example, rental, home ownership, commercial or mixed use.
2. Show the type of construction, which includes substantial rehabilitation, moderate rehabilitation, new construction or financial restructuring.
3. Show the number of affordable units, the number of unrestricted units and square footage.
4. Show the type of financing or subsidy and the lender or agency involved.



## ***EXHIBIT L: GENERAL CONTRACTOR EXPERIENCE***

Staff will evaluate the general contractor based on its record of accomplishment during the past five years with projects that are similar to the proposed project. If a general contractor has been identified at the time of application, a resume that addresses the experience and qualifications of the general contractor must be submitted. This should contain information on the contractor's experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document A305 -- Contractor's Qualification Statement with the Department's supplement as part of the application.

If the general contractor has not been selected but will be selected through a competitive bid process later, please contact the Department for additional instructions before submitting an application for financing.

### **ATTACHMENTS**

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- ☐ Resume
- ☐ AIA Document A305—Contractor's Qualification Statement
- ☐ Supplement to the AIA Document A305—Contractor's Qualification Statement (form attached)



## ***SUPPLEMENT TO THE AIA DOCUMENT A305—CONTRACTOR’S QUALIFICATION STATEMENT***

### **SUPPLEMENTAL INFORMATION**

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1. List which trades, if any, will be performed directly by the Organization’s own personnel or by identity of interest subcontractors, and not by outside subcontractors, in the construction of the proposed housing development. If none, so state.

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2. Neither the contractor nor any director, stockholder, officer, employee or agent associated with the contractor nor any person, organization or corporation has any financial interest in said property, and has not received nor will receive any benefit from the acquisition of said property, including but not limited to rebate, refunds, commissions or fees, except as hereunder disclosed. If none, so state.

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3. The undersigned hereby certifies that neither the Organization nor any partner, director, stockholder, officer, employee or agent associated with the Organization nor any person, organization or corporation having a financial interest in the affairs of the Organization, has agreed, or will agree, directly or indirectly, or with the Organization’s knowledge and consent, to give to any other party any payment or thing of value, profit or fee, or commission as an inducement for the granting of this contract, except as hereunder disclosed. If none, so state.

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4. Has the Organization, under its present name or any previously used name, or any of its principals, ever commenced construction of a project that it has not completed, except those currently under construction? If yes, provide details. Use extra sheets if necessary.

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5. In answering the following questions, the term “Principal” (as listed in paragraph 2 above) also includes any other Organization in which such person participated as a Principal.

5.1. Have any of the Principals ever filed a petition of bankruptcy? ☐Yes ☐No

- 5.2. Has there ever been a petition of bankruptcy filed against the Organization or any of the Principals? ☐Yes ☐No
- 5.3. Has the Organization or any of the Principals ever made an assignment for the benefit of creditors? ☐Yes ☐No
- 5.4. Are there any unsatisfied judgments or liens against the Organization or any of the Principals? ☐Yes ☐No
- 5.5. Has the Organization or any of the Principals been a party to any litigation within the last five years? ☐Yes ☐No

If the answer to any of the questions in paragraph 5 is yes, give details. Use additional sheets if necessary.

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6. Has the Organization, or any of the Principals, ever been convicted of a crime? If yes, give details including the name of the entity or person, when and where convicted, and the crime or offense involved.

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7. Can the Organization obtain 100% payment and performance bonds for constructing the subject development?

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## **CERTIFICATION**

The undersigned hereby certifies that he/she is the duly authorized representative of the Organization and that the information set forth in this certificate, and in any attachments in support thereof, is true, correct and complete to the best of his/her knowledge and belief.

IN WITNESS WHEREOF, the General Contractor has caused this certificate to be duly executed in its name on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NAME OF ORGANIZATION

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## ***EXHIBIT M: ARCHITECT EXPERIENCE***

Staff will evaluate the architect based on its record of accomplishment during the past five years with projects that are similar to the proposed project. A resume that addresses the architect's experience and qualifications must be submitted. This should contain information on the architect's experience with other projects of similar type, scale and complexity and in a similar capacity. In addition, please submit AIA Document B431 -- Architect's Qualification Statement as part of the application.

### **ATTACHMENTS**

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- ☐ Resume
- ☐ AIA Document B431—Architect's Qualification Statement

## ***EXHIBIT N: MANAGEMENT AGENT EXPERIENCE***

Staff will evaluate the management agent based on its record of accomplishment during the past five years with projects that are similar to the proposed project. Please submit the Department's Form 209 – Management and Marketing Agent's Qualifications as part of the application along with the supporting information listed below. This should contain information on the management agent's experience with other projects of similar type, scale and complexity and in a similar capacity.

- Resumes for each member of the firm or the management division that will have responsibility for or involvement in the project, including the executive officer or partner-in-charge, supervisor and resident manager
- Apartment Management and Marketing Experience (form attached)
- Sample management materials, including financial statements, budgets, work order system, and maintenance programs
- Sample marketing materials, including marketing plan, rental brochure, press release, photographs of models and community spaces, newspaper advertisements and direct mail advertisements
- Current financial statements of the firm. Financial statements do not need to be in audited form. Please provide compiled, reviewed or certified financial statements for the company's previous fiscal year.
- References of the firm, including bank, professional and client

On an individual basis, management agents may keep previous forms on file with the Department so that only updates are required with each application.

### **ATTACHMENTS**

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- ☐ Form 209 – Management Agent's Qualifications and Apartment Management Experience (form attached)
- ☐ Resumes
- ☐ Development Team Member Current Workload (form attached to Exhibit )
- ☐ Sample Management Materials
- ☐ Sample Marketing Materials
- ☐ Current Financial Statements
- ☐ References





# MANAGEMENT AGENT'S QUALIFICATIONS

**FORM****209**

## 1. Principal Office of Firm

Name of Firm			
Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
Territory/Cities Covered	E-mail		

## 2. Other Offices of Firm

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
Territory/Cities Covered	E-mail		
Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
Territory/Cities Covered	E-mail		

## 3. Type of Firm (mark only one box)

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Liability Corporation |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other: _____                  |

Year Founded \_\_\_\_\_  
Year Property Management Activities Began \_\_\_\_\_

## 4. Bookkeeping

Indicate the software used by the Firm for its bookkeeping: \_\_\_\_\_

## 5. Residential Property Management Experience (Over the past three years)

Type of Project	Number of Projects	Number of Residential Units	Average Percentage Management Fee
Apartments			
Condominiums			
Single Family			
Other (describe)			
Total			

Has the management agent managed a Department-financed project for at least the two previous years? If no, complete all of the remaining sections. If yes, jump to section number 12 and answer all the remaining questions. ☐ Yes ☐ No



**6. Marketing Services** (mark the appropriate box for the following marketing services)

<i>Services</i>	<i>Provided by Firm</i>	<i>Provided by Subcontractor</i>	<i>Not Provided</i>
Preparation of Marketing Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Rental Brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Press Releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decoration of Models and Community Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Displays and Classified Copy of Newspaper Advertisements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Direct Mail Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. Other Services and Functions**

Does the management agent provide any of the following services or functions? If these services are offered under a different firm or trade name, please indicate such name and relationship to firm (*for example, parent corporation, subsidiary, similar principals, etc.*)

<i>Service or Function</i>	<i>Provided?</i>	<i>Provided By</i>	<i>Relationship</i>
Real Estate Sales or Brokerage	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Mortgage Banking or Brokerage	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Real Estate Development	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Real Estate Appraisals	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Insurance Agency or Brokerage	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Market Analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Feasibility Studies	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other ( <i>describe</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other ( <i>describe</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**8. Staff of Firm**

<i>Staffing</i>	<i>Currently</i>	<i>Two Years Ago</i>
Number of Employees of Firm		
Number of Executive and Professional Persons in Firm		
Number of Executive and Professional Persons Engaged in Property Management and Marketing Activities		

**9. Experience with the Department** (*indicate the names and addresses of DHCD financed projects that the management agent has managed*)

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**10. Tenant Services**

Does the management agent provide special personnel or special programs to assist tenants with social problems? If yes, describe.

☐Yes ☐No

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Does the management agent provide its staff with special training regarding tenant relations, social problems, etc. If yes, describe. ☐Yes ☐No

### 11. Bonding

Does the management agent have a surety bond? If yes, show the following informaton. ☐Yes ☐No

Amount of Bond \$ \_\_\_\_\_

Name of Bonding Company \_\_\_\_\_

If the management agent does not have a surety bond, is it eligible for a surety bond? ☐Yes ☐No

### 12. Licenses, Certificates and Accreditations

List licenses, certificates and accreditations of the Firm *(and executive, professional and supervisory employees, if relevant)*.

Have any licesnses, bonds, certificates or accreditations ever been revoked, suspended, restriced, or in any manner, limited or terminated? If yes, explain. *(Answer yes, even if license has since been restored.)* ☐Yes ☐No

### 13. Prior Experience

Has the management agent *(or any of its principals and affiliates)* ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain. ☐Yes ☐No

Has the management agent *(or any of its principals or affiliates)* participated in the development or operation of a project that experienced a dafault? If yes, provide the number of developments and explain *(including the name and location of the development, circumstances surrounding each default, its cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.)* . ☐Yes ☐No

Has the management agent taken on the management of dafaulted or foreclosed properties?, If yes indicate owner and mortgagee, experience with such properties and whether the properties returned to sustaining status. ☐Yes ☐No

**14. Contract Status**

Have any property management contracts held by the management agent over the past five years been terminated prior to their expiration date? If yes, provide the number of contracts and explain *(including the name and location of the development, mortgagor and reason surrounding the termination)* . ☐Yes ☐No

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Have any property management contracts held by the management agent over the past five years not been renewed upon expiration? If yes, provide the number of contracts and explain *(including the name and location of the development, mortgagor and reason surrounding the non-renewal)* . ☐Yes ☐No

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**15. Bankruptcy**

Has a petition of involuntary bankruptcy ever been filed against the management agent? If yes, explain. ☐Yes ☐No

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Has the management agent ever filed a petition of bankruptcy? If yes, explain. ☐Yes ☐No

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Has the management agent ever made an assignment for the benefit of creditors? If yes, explain. ☐Yes ☐No

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Are there any unsatisfied judgments outstanding against the management agent or any of its principals or affiliates?, If yes, explain. ☐Yes ☐No

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Has the management agent been a party to any litigation during the past five years? ☐Yes ☐No  
If yes, explain.

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## **CERTIFICATION**

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The undersigned hereby certifies that he/she is the duly authorized representative of the management agent and that the information set forth in this document, and in any attachment in support thereof, is true, correct and complete to the best of his/her knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full legal name of firm)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## APARTMENT MANAGEMENT AND MARKETING EXPERIENCE

List developments managed by: \_\_\_\_\_

Name and Address of Development	Services Performed		Type of Structures	Number of Units	Type of Mortgage Financing	Subsidy Program (if any)	Name and Address of Owner	Management Fee (% or per Unit)	Marketing Fee (if any)	Dates of Service (started/ended)
	Management	Initial Marketing								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
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	<input type="checkbox"/>	<input type="checkbox"/>								
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	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								
	<input type="checkbox"/>	<input type="checkbox"/>								



## DEVELOPMENT TEAM INFORMATION

### DEVELOPMENT TEAM MEMBERS

#### Developer

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### Guarantor

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### General Contractor

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### Management Agent

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### Consultant

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### Architect

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### Nonprofit Participant

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

#### MBE/WBE Participant

Mailing Address			
Contact	Phone	( )	-
Title	Fax	( )	-
D&B Duns Number	E-mail		

## DEVELOPMENT TEAM MEMBERS

### Equity Provider

Mailing Address			
Contact	Phone	(      )	-
Title	Fax	(      )	-
D&B Duns Number	E-mail		

### Closing Attorney

Mailing Address			
Contact	Phone	(      )	-
Title	Fax	(      )	-
D&B Duns Number	E-mail		

### Private Lenders

Mailing Address			
Contact	Phone	(      )	-
Title	Fax	(      )	-
D&B Duns Number	E-mail		

### Private Lenders

Mailing Address			
Contact	Phone	(      )	-
Title	Fax	(      )	-
D&B Duns Number	E-mail		

### Private Lenders

Mailing Address			
Contact	Phone	(      )	-
Title	Fax	(      )	-
D&B Duns Number	E-mail		

## DEVELOPMENT TEAM HISTORY

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Are there direct or indirect identity of interests, financial or otherwise, among any members of the development team? If yes, explain.

☐ Yes ☐ No

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Has any development team member\* participated in the development or operation of a project that has defaulted on a Department or other government or private sector loan in the previous ten (10) years? If yes, explain.

☐ Yes ☐ No

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Has any development team member\* consistently failed to provide documentation required by the Department in connection with other loan applications or the management and operation of other, existing developments? If yes, explain.

☐ Yes ☐ No

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Does any development team member\* have a limited denial of participation from HUD or is any development team member\* debarred, suspended or voluntarily excluded from participation in any federal or state program, or have been involuntarily removed within the previous ten (10) years as a general partner or managing member from any affordable housing project whether or not financed or subsidized by the programs of this Department? If yes, explain.

☐ Yes ☐ No

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Does any development team member\* acting in the roles of sponsor, developer, guarantor or owner have any chronic past due accounts, substantial liens, judgments, foreclosures or bankruptcies within the past ten (10) years? If yes, explain.

☐ Yes ☐ No

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Has any development team member\* received a reservation, allocation or commitment of funding or a carryover allocation of tax credits from the Department within the last four years that it was unable to use, or place their project in service within the time allowed by the tax credit program? If yes, explain.

☐ Yes ☐ No

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Does any development team member\* have unpaid fees due to the Department on other projects, or for general partners or management agents, have tax credit compliance problems resulting in the issuance of an IRS Form 8823 and that are still outstanding in the following year? If yes, explain.

☐ Yes ☐ No

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*\* i.e., Applicant, Developer, Guarantor Owner, Architect, General Contractor, Management Agent, Consultant.*



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**LOCAL AND SMALL DISADVANTAGED BUSINESS ENTERPRISE (LSDBE) PARTICIPATION** *(voluntary)*

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Are any of the development team members LSDBEs? If yes, provide the following data on the business (mark all that apply):

☐ Yes ☐ No

☐ American Indian or Alaskan Native

☐ Black

☐ Asian or Pacific Islander

☐ Female

☐ Hispanic

☐ Other: \_\_\_\_\_

Is the entity an Office of Human Rights certified LSDBE?

☐ Yes ☐ No

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**NONPROFIT PARTICIPATION** *(voluntary)*

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Are any development team members\* nonprofit entities?

☐ Yes ☐ No

Is a nonprofit entity involved in the project in a role other than as a development team member\*? If yes, describe the entity's role.

☐ Yes ☐ No

Is the nonprofit entity headquartered in the same community as the project?

☐ Yes ☐ No

Does the nonprofit entity provide services to the same community as the project? If yes, describe the

☐ Yes ☐ No

Does the nonprofit entity have a board of directors that includes community residents or members of

☐ Yes ☐ No

Is the nonprofit entity affiliated with or controlled by a for-profit organization? If yes, describe the affiliation.

☐ Yes ☐ No

Is the nonprofit entity tax-exempt under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code?

☐ Yes ☐ No

Does the nonprofit entity's exempt purpose include the fostering of low income housing?

☐ Yes ☐ No

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**COMMUNITY-BASED INVOLVEMENT** *(voluntary)*

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Does the project involve the DC Housing Authority or DC Housing Finance Agency? If yes, describe the DCHA/DCHFA's role.

☐ Yes ☐ No

*\* i.e., Applicant, Developer, Guarantor Owner, Architect, General Contractor, Management Agent, Consultant.*

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**COMMUNITY REVITALIZATION**

Is the project in a neighborhood classified as one of the following:

- SNIPS
- NRSA
- Federal or District Enterprise Community/Empowerment Zones
- Main Street project area
- ☐
- ☐
- ☐
- ☐

Is the project located in a qualified census tract as defined in Section 42(d)(5)(C) of the Internal Revenue Code? If yes,describe. ☐Yes ☐No

## ***EXHIBIT O: FINANCIAL STATEMENTS***

Financial statements for the three fiscal years prior to the application and interim financial statements through the previous quarter are required for the borrowing entity (if formed), the principals of the borrowing entity and the proposed guarantor (if different). Each financial statement must identify all contingent liabilities, guarantees on other developments in process and operating deficits.

Financial statements must meet the Department's standards. If the most recent fiscal year ends within 3 months of or after the submission period, the applicant shall submit financial statements for the three prior fiscal years plus interim financial statements through the previous quarter of the most recent fiscal year that have been certified. Financial statements must meet the following standards:

- For corporations or other business entities, financial statements must be audited by an independent certified public accountant (CPA) and clearly indicate the net worth and working capital of each entity;
- For individuals, financial statements at a minimum must be compiled by an independent CPA and clearly indicate the net worth and working capital and contingent liabilities, included liability for estimated or accrued income or other taxes, for each person; and
- Compiled individual statements must also be prepared in accord with Generally Accepted Accounting Principles (GAAP) and signed and certified by the individual(s) using the following text:

*"I (we) hereby certify that these financial statements are true and correct to the best of my (our) knowledge and belief."*

Upon written request and at the Department's discretion, the requirement for audited statements may be waived if applicants have an acceptable borrowing history as evidenced by past performance with the Department or other lenders. In this event, compilations of financial statements that have been prepared by an independent CPA may be accepted. However, the compilation must meet the requirements for such compilations as described above.

On an individual basis, so that only updates and current year financial statements are required with each application. Credit references from at least three previous lenders must also be provided.

### **ATTACHMENTS**

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- ☐ Financial Statement (prepared by independent CPA)
- ☐ Credit References



## ***EXHIBIT P: LOCAL/SMALL AND DISADVANTAGED BUSINESS ENTERPRISES***

The Department will consider the extent to which the project includes specific and significant involvement by the entity and the capacity of the entity to carry out its role. A description of the entity's role in the development or operation of the project is necessary along with a resume that addresses the experience and qualifications of the entity. This should contain information on the entity's experience in other projects of similar type, scale and complexity and in a similar capacity. The application must include letters of intent from the organization that document the specific services or products to be provided to the project.

In addition, in order to verify the entity's status, LSDBEs must submit a copy of their District certification.

### **ATTACHMENTS**

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- ☐ Description of Entity's Role
- ☐ Resume
- ☐ Letters of Intent
- ☐ LSDBE Certification
  
- ☐ **Not Applicable.** For projects that do not include an eligible entity, no information is required.

## ***EXHIBIT Q: NONPROFIT OR PUBLIC HOUSING AUTHORITY / HOUSING FINANCE AGENCY PARTICIPATION***

Ranking points are awarded to projects in which the development team includes one of the following entities:

- Nonprofit organization that is tax-exempt under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code and not affiliated with or controlled by a for-profit entity
- D.C. Housing Authority
- D.C. Housing Finance Agency

The Department will consider the extent to which the project includes specific and significant involvement by the entity and the capacity of the entity to carry out its role. For applicants that are seeking points under the selection criterion, a description of the entity's role in the development or operation of the project is necessary along with a resume that addresses the experience and qualifications of the entity. This should contain information on the entity's experience in other projects of similar type, scale and complexity and in a similar capacity. The application must include letters of intent from the organization that document the specific services or products to be provided to the project.

In addition, please provide evidence of the entity's status. Nonprofit entities must submit articles of incorporation, bylaws, evidence of an IRS ruling that it is a qualified 501(c)(3) or 501(c)(4) nonprofit organization, and a list of its board of directors. An attorney's opinion letter that the non-profit is not affiliated with or controlled by a for-profit entity is required only if a qualified non-profit will have a controlling interest in the borrowing entity.

### **ATTACHMENTS**

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- ☐ Description of Entity's Role
- ☐ Resume
- ☐ Letters of Intent

### **Nonprofit Entities**

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ IRS Ruling of 501(c)(3) or 501(c)(4) Nonprofit Organization
- ☐ List of Board of Directors
- ☐ Attorney's Opinion Letter, if the qualified non-profit will have a controlling interest in the borrowing entity
- ☐ **Not Applicable.** For projects that do not include an eligible entity or where the applicant is not seeking points under this selection criterion, no information is required.

## ***EXHIBIT R: LOCAL SUPPORT AND INVOLVEMENT***

### **LOCAL SUPPORT**

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As a condition of closing, the applicant must include a resolution or letter of support from the affected Advisory Neighborhood Commission(s) (ANC). The resolution or letter must indicate its support of the project in the current round of competition. Support should not be contingent upon the completion of tasks or improvements that are unrelated to the project, such as off-site work that is not necessary for completion of the project. Applicants may attach a resolution or letter if they have it at the time of application.

### **ATTACHMENTS**

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- ☐ Resolution or letter of support from ANC
- ☐ **Not Applicable.** Resolution or letter of support is not available at the time of application.

## NEIGHBORHOOD SERVICE CONTACT ROSTER

Title	Name	Office Phone	Address	Fax	Cell Phone	Admin. Assist	Office Phone
Director	Patrick Canavan	727-2287	1350 Penn. Ave., NW, Suite 310, Washington, DC 20004	727-9878	359-0746	Patrice Gaines	727-5146
Deputy Director	Tara Jones	727-2296	1350 Penn. Ave., NW, Suite 310, Washington, DC 20004	727-9878	359-0705	Patrice Gaines	727-5146
Policy Analyst	Kristina Ennix	727-3846	1350 Penn. Ave., NW, Suite 310, Washington, DC 20004	727-9878		Patrice Gaines	727-5146
Ward 1	Jose Sueiro	671-2338	2000 14th St., NW, Rm. 325, Washington, DC 20001	671-3330	345-4116	Daysi Fernandez	671-2337
Ward 2	Clark Ray	671-4095	1325 S Street, NW, 2nd Floor	671-4097	359-0701	Migdalia Taveras	671-4096
Ward 3	Jill Diskan	282-7952	3310 Connecticut Ave., NW, Washington, DC 20008	282-7992	359-0895	Migdalia Taveras	282-7953
Ward 4	Merrit Drucker	576-8103	6001 Georgia Ave., NW, Washington, DC 20011	576-7799	345-5216	Narda Valdivia	576-8104
Ward 5	Todd Douglas	671-0727	64 New York Ave., NE, 4th Floor	671-0728	359-0703	Joanne Robinson	671-0726
Ward 6	Leo Pinson	698-5622	609 H Street, NE, Suites 116 & 117 Washington, DC 20002	698-4537	359-0704	Francine Edmonds	698-5620
Ward 7	Rose Money	645-6196	3220 Penn. Ave., SE, Washington, DC 20019	645-6197	345-4053	Curtis Ross	645-6201
Ward 8	Dionne Reeder	645-0309	3720 Martin Luther King Ave., SE, Washington, DC 20020	645-0463	359-0702	Amira Muhammad	645-0308



## ***EXHIBIT S: TENANT SERVICE PLAN***

A draft of the plan for providing services for the tenants should be developed if the applicant will provide services under an elderly or special needs housing proposal. The plan should outline the strategy for creatively linking existing service programs into the design of the project. The plan should clearly identify the types of services to be offered, the method for financing the services, a budget with clearly identified funding sources for the services and the organizations that are anticipated to provide services or products. The plan should be specific to the project and include letters of interest from anticipated service providers.

### **ATTACHMENTS**

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- ☐ Draft Tenant Service Plan (see attached guidelines)
- ☐ Letters of Intent from Service Providers
  
- ☐ **Not Applicable.** For projects that will not provide tenant services, no information is required.

## ***GUIDELINES FOR DEVELOPING A TENANT SERVICE PLAN***

Describe the processes and procedures for carrying out the tenant services. The plan will be evaluated based on the extent to which it is comprehensive, well defined, feasible, appropriate for the proposed tenant population, innovative and involves a unique collaboration, partnership, ownership or management structure. Projects that include on-site services must be designed to include the necessary physical space for the services. More consideration will be given for services that are actively linked to the residents and not simply provided to the community at large. Tenant Service Plans, at a minimum, should address the following questions.

1. What are the tenant services that will be provided at the project?

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2. How will the tenant services be financed?

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3. What organizations will provide services or products and how will the services from other organizations be coordinated or delivered to the tenants?

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4. Which tenant services will be provided on-site? (Indicate what facilities are available at the project site for providing these tenant services.)

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5. What are the projected costs of the planned services and how will these services be funded? (Project sources also should be identified in the operating proforma in the CDA Application Form.)

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6. Which tenant services will be provided off-site? (Indicate what facilities are available within the community for these tenant services and what access the tenants will have to these facilities.)

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